

**WILLIAMSBURG  
ARCHITECTURAL REVIEW BOARD MINUTES  
Tuesday, August 26, 2003**

**CALL TO ORDER AND ATTENDANCE**

The regular semimonthly Architectural Review Board meeting was held on Tuesday, August 26, 2003, at 6:30 p.m. in the third Floor Conference Room of the Municipal Building.

Chairman Williams called the meeting to order. Present in addition to Mr. Williams were Board members Mr. Sandbeck, Mr. Durbin, Mr. Walker, Mr. Pons, and Mr. Watson. Board member Mr. Spence was absent. Also present was Zoning Administrator Murphy and Zoning Officer Beck.

**CONSENT AGENDA**

**ARB #03-069      St. Stephen Lutheran Church/612 Jamestown Road – Exterior Change (bike rack) – Approved.**

**ARB #03-072      CWF/Talbots/445 West Duke of Gloucester Street – Exterior Change (color scheme) – Approved.**

**ARB #03-070      Phillips/1109 Jamestown Road – Exterior Change (replace existing cedar shake siding with Hardiplank siding) – Approved.**

Mr. Williams motioned to approve the consent agenda with the removal of ARB Sign# 03-035 for further discussion as requested by Mr. Walker.

**Recorded vote on the motion:**

Aye:              Mr. Sandbeck, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.

Nay:              None.

Absent:          Mr. Spence.

Abstain:        Mr. Sandbeck ARB# 03-072.

**ARCHITECTURAL PRESERVATION DISTRICT**

**ARB #03-006      Zareski/708 Richmond Road – Exterior Change (light fixtures)**

Steve and Sandra Zareski presented their request for two black coach light fixtures adjacent to the doors on the right and left side of an addition currently under construction. Mr. Zareski noted the light fixture is a typical residential fixture with a 75 watt bulb that is shielded by frosted glass. He also noted that he

spoke with John Catlett, City's Building Official, and was informed that a light fixture was required adjacent to a door by the National Electrical Code.

Chairman Williams asked the audience if anyone would like to speak. Ms. Inge Curtis, 706 Richmond Rd, spoke against the light fixture noting that the glare from the light fixture adjacent to her was a hazard and could cause her to fall down her stoop. She noted that the existing light fixture shines brightly and the applicant could remedy the glare by move their hanging plant a foot or two.

A general discussion followed with the Board concluding the new light fixture being located more then 40 feet from Ms. Curtis's back stoop, shielded with frosted glass was acceptable. Mr. Williams noted that the National Electrical Code requires light fixtures at exit doors and the proposed fixture matches an existing fixture which was previously approved by the Board.

Mr. Williams motioned to approve ARB# 03-006 as presented.

**Recorded vote on the motion:**

Aye: Mr. Sandbeck, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.  
Nay: None.  
Absent: Mr. Spence.  
Abstain: None.

**ARB #03-071          Condor Properties/89 Suri Drive – Exterior Change  
(remove exterior muntin requirement for windows in  
subdivision)**

Paula Hertzberg, Condor Properties, presented her request to eliminate the exterior muntin requirement for the particular type of windows approved for the Brandywyne Subdivision. She noted the following:

- In 1999, approval was granted for Brandywyne with exterior muntins windows.
- Exterior muntins are installed on windows with a silicon bead when the building is completed and ready for final inspection.
- The silicon bead attracts dirt which makes the windows harder to clean.
- In four to five months the muntin discolours and starts to curl and disfigure.
- Muntins are also located between the panes of glass with most windows having screens making it harder to tell if the muntins inside or outside.

A lengthy discussion followed with Board members noting windows with exterior muntins installed at the site do not hold up as well as manufactured windows with exterior muntins, and in 1999 the Board was not aware of the difference between manufactured exterior muntins and those installed on site. Since, the Board's

original approval included a type of exterior muntins which could be installed at the site, which for the reasons stated in the application are deficient; the Architectural Review Board would make an exception to allow windows with the muntins between the panes for the existing houses and future houses for consistency in the subdivision.

Mr. Williams motioned to approve ARB# 03-071 as presented.

**Recorded vote on the motion:**

Aye: Mr. Sandbeck, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.  
Nay: None.  
Absent: Mr. Spence.  
Abstain: None.

**CORRIDOR PROTECTION DISTRICT**

**ARB #03-062      Crapse/804 Jamestown Road – Exterior Change (window replacement)**

Ginger Crapse presented her request for Comfort World single hung contoured white vinyl windows with muntins between the panes of glass windows to replace the existing wood storm windows with exterior muntins.

It was noted that at the last meeting, similar type of windows for an addition next door was approved because the majority of the houses in this section of the Corridor Protection District have interior muntins. Therefore, the Board agreed that interior muntins were acceptable at this location.

Mr. Williams motioned to approve ARB# 03-062 as presented.

**Recorded vote on the motion:**

Aye: Mr. Sandbeck, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.  
Nay: None.  
Absent: Mr. Spence.  
Abstain: None.

**SIGNS**

**ARB  
SIGN #03-036      Miller Investment Company/1305 Richmond Road –  
Monument, Building and Canopy Signs**

Dick Shively presented his proposal for Miller Mart at 1305 Richmond Road. He noted the following signs and colors:

- Monument Sign - green (two shades), white, tan, yellow, blue, red and black.
- Canopy Signs – green (two shades), white, tan and yellow.
- Building Mounted Sign – yellow, red, blue, black, and tan cabinet.

Mr. Shively presented a sample of the canopy sign and the sign face for the monument sign for the Board's review.

A discussion followed with the Board noting the following:

- The building mounted signage proposed (which includes the canopy signs) exceeds the allowable amount of signage which is 32 square feet.
- The number of colors proposed exceeds the number allowed which are three.
- The small Amoco logo (blue and red) on the monument sign is acceptable.
- Applicant should revise the proposed colors by choosing colors from the approved 3M Color Chart that are similar to the green, yellow, and tan.
- Applicant should remove the bullnose and use the helos to bring the amount of building mounted signage into compliance with sign regulations.
- Applicant should install the helos on the ends of the building instead of the canopy since the surface of the canopy is not flat.
- The Miller Mart building mounted sign and the monument sign colors should match.

The Board tabled the application in order for the applicant to speak to the owner about the revisions and to prepare revised drawings as discussed at the meeting.

**Recorded vote on the motion:**

Aye: Mr. Sandbeck, Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.  
Nay: None.  
Absent: Mr. Spence.  
Abstain: None.

**ARB**  
**SIGN #03-035 CWF/Talbots/445 West Duke of Gloucester Street – Awnings, Building Mounted and Freestanding Signs**

Mr. Walker noted he removed this application from the consent agenda because of the modern style font. He noted several months ago, the Board required "Chico's" to change their modern font to a serif style font to match other signs in

Merchant Square. Therefore, "Talbot's" font style should be change to serif style font for consistency with the other signs in Merchant Square. A discussion followed with Board members agreeing font styles should be consistent on Merchant's Square.

Mr. Walker motioned to approve ARB Sign# 03-035 conditioned upon serif style font being used for the lettering.

**Recorded vote on the motion:**

Aye: Mr. Durbin, Mr. Williams, Mr. Walker, Mr. Pons, Mr. Watson.

Nay: None.

Absent: Mr. Spence.

Abstain: Mr. Sandbeck.

**OTHER**

**Minutes August 12, 2003**

The minutes were approved as presented.

There being no further business, the meeting adjourned at 7:30 p.m.

Carolyn A. Murphy  
Zoning Administrator